

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Overview

Introduction

This guide provides the procedures for completing an unplanned TDY in conjunction with a PCS in Direct Access.

Reference

The following references provide additional information about PCS and TDY.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\), Chap 2](#)
-

Discussion

Unplanned TDY transactions are completed when a member's current PCS orders are changed enroute and member must report to another duty station for TEMDU, e.g. a member is ordered to USCGC Polar Star but upon reporting the ship is underway and the member must instead report temporarily to ISC Seattle. Start pay entitlements via the standalone entitlement transactions in Direct Access. Do not modify notes from the Assignment Officer.

Required Information

- EMPLID
 - Temporary Duty information
-

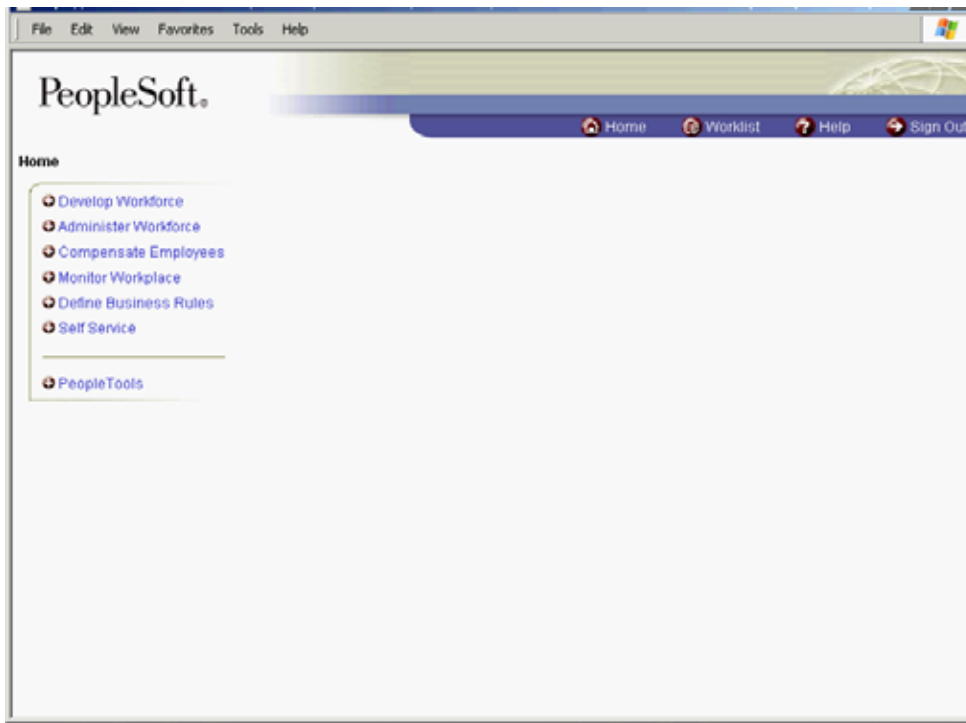
In This Guide

The following topics are covered in this guide.

Topic	See Page
Direct Access Unplanned TDY	2
Approval	19

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Procedure



Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Track Global Assignments (GBL) link. Track Global Assignments (GBL)
3.	Click the Use link. Use
4.	Click the PCS Orders link. PCS Orders

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

File Edit View Favorites Tools Help

PeopleSoft.

Home Worklist Help Sign Out

Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders [New Window](#)

PCS Orders

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Sequence:

Name:

Last Name:

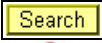

SetID:

Department:

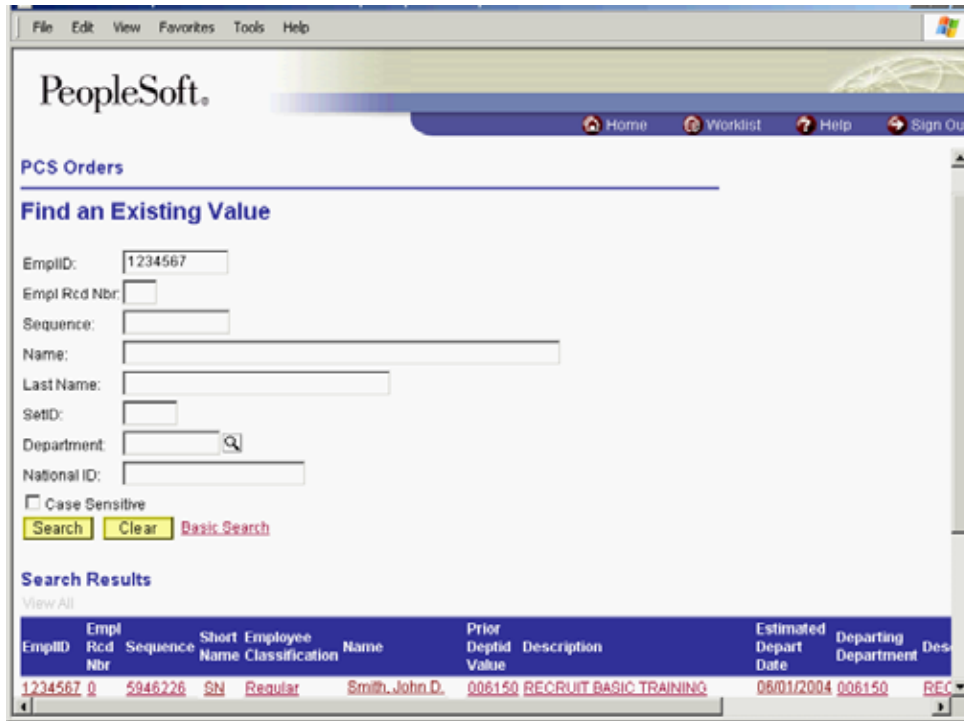
National ID:

☐ Case Sensitive

[Basic Search](#)

Step	Action
5.	Enter the desired information into the EmplID field.
6.	<p>Click the Search button.</p> <p></p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

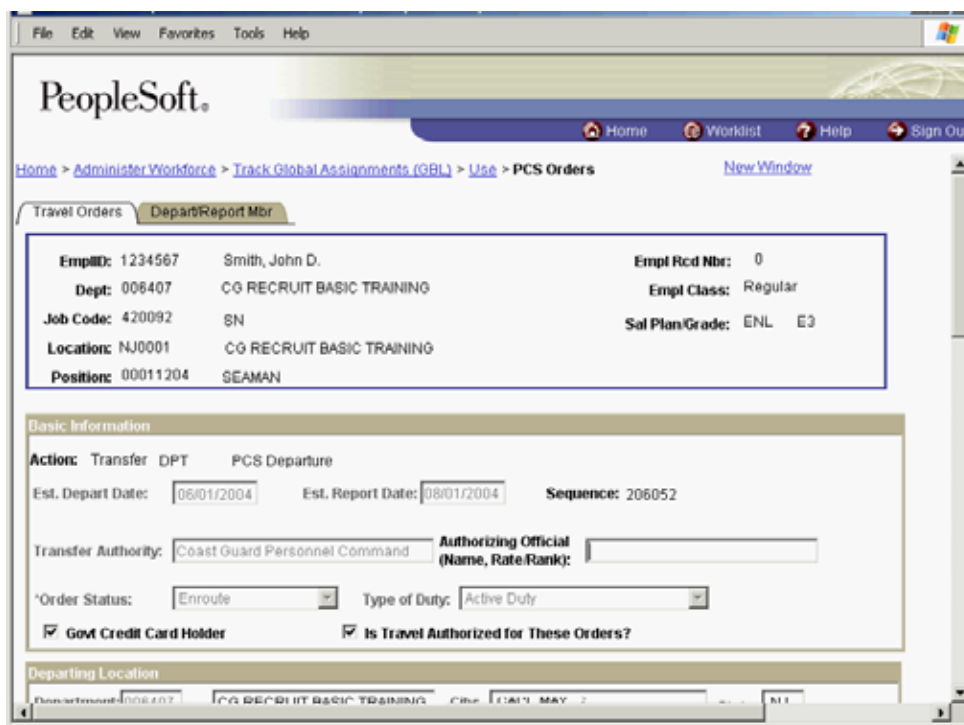
Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty



The screenshot shows the PeopleSoft interface for finding an existing value. The search criteria include EmplID: 1234567, Empl Rcd Nbr, Sequence, Name, Last Name, SetID, Department, and National ID. The search results table displays the following data:

EmplID	Empl Rcd Nbr	Sequence	Short Name	Employee Name	Prior Deptid	Description	Estimated Depart Date	Departing Department	Des
1234567	0	5946226	SN	Regular	Smith, John D.	006150 RECRUIT BASIC TRAINING	06/01/2004	006150	REC

Step	Action
7.	Select the appropriate member.



The screenshot shows the PeopleSoft interface for the PCS Orders Depart Report Mbr form. The form displays the following information:

Basic Information

Action: Transfer DPT PCS Departure

Est. Depart Date: 06/01/2004 Est. Report Date: 08/01/2004 Sequence: 206052

Transfer Authority: Coast Guard Personnel Command Authorizing Official (Name, Rate/Rank):

Order Status: Enroute Type of Duty: Active Duty

☒ Govt Credit Card Holder ☒ Is Travel Authorized for These Orders?

Departing Location

Department: 006150 CG RECRUIT BASIC TRAINING Date: 01 MAY 2004

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
8.	Ensure the Order Status reads "Enroute" then click the Depart/Report Mbr tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Depart/Report Mbr</div>

The screenshot shows the PeopleSoft web application interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. Below this, the 'Original Departure Information' section displays details for a departure from NJ0001 (CG RECRUIT BASIC TRAINING) to SEAMAN (00011204). It includes fields for 'Est. Depart Date' (06/01/2004), 'Est. Report Date' (08/01/2004), 'Sequence' (206052), 'Transfer Authority' (Coast Guard Personnel Command), 'Order Status' (Enroute to Destination), 'Duty Type' (Active Duty), 'Departing Department' (006407 CG RECRUIT BASIC TRAINING), and 'Actual Depart Date' (06/01/2004). A 'Reporting Approval' link is visible. Below this, the 'Actual Report and Depart Dates' section shows 'Actual Report Date' and another 'Reporting Approval' link. A red box highlights the 'Reporting for Unplanned Temporary Duty?' checkbox, which is currently unchecked. An arrow points to this checkbox. Below the checkbox, there are fields for 'New Destination' (000508), 'Department' (COC POLAR STAR), and 'Nature of Duty' (Duty). At the bottom, there are buttons for 'Departing Entitlements' and 'Reporting Entitlements', and a 'Authorized Delay Enroute' link.

Step	Action
9.	Click the Reporting for Unplanned Temporary Duty? option. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Reporting for Unplanned Temporary Duty? <input type="checkbox"/></div>
10.	Click the "Last" of 2 link to view and enter unplanned temporary duty information. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1 of 2 Last</div>

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Actual Report and Depart Dates
View 1
First
1-2 of 2
Last

Actual Report Date:
Reporting Approval

Reporting for Unplanned Temporary Duty?
Authorized Delay

New Destination Department:
006533
PSC OSD TRAVEL BR

Nature of Duty:
Duty

Departing Entitlements
Reporting Entitlements

Authorized Delay Enroute
First
1 of 1
Last

Begin Date
End Date
Delay Enroute
Days

Actual Report Date:
Reporting Approval
Actual Depart Date:
Departing Approval

New Destination Department:
Temporary Assignment

Nature of Duty:
Instruction

Departing Entitlements
Reporting Entitlements

Authorized Delay Enroute
First
1 of 1
Last

11.

Notice the above **Actual Report and Depart Dates** screen is divided into two sections that are separated by a division line. Only the lower section is used to record the unplanned TDY.

Click the **Actual Report Date** button.

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

PeopleSoft.

Home Worklist Help Sign Out

Departing Entitlements

Authorized Delay Enroute

Begin Date End Date Delay Enroute Days

Actual Report Date: Actual Depart Date: Departing Approval

New Destination Department: Nature of Duty:

Departing Entitlements

Authorized Delay Enroute

Begin Date End Date Delay Enroute Days

Employee Entitlements Route For Approval

Step	Action
12.	Select the date the member reported in for the Unplanned Temporary Duty .

PeopleSoft.

Home Worklist Help Sign Out

Departing Entitlements

Authorized Delay Enroute

Begin Date End Date Delay Enroute Days

Actual Report Date: 06/02/2004 Actual Depart Date: Reporting Approval

New Destination Department: Nature of Duty: Duty

Departing Entitlements Reporting Entitlements

Authorized Delay Enroute

Begin Date End Date Delay Enroute Days Duty Comp

Employee Entitlements Route For Approval

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
13.	Click the Lookup New Destination Department button to search for the Department or enter the Department ID if known. <input type="text"/> <input type="button" value="Q"/>
14.	If performing a search, enter the desired information into the Description field. For example " CG ISC SEATTLE ".
15.	Click the Lookup button. <input type="button" value="Lookup"/>

PeopleSoft. Home Worklist Help Sign Out

Home > Administer Workforce > Track Global Assignments (VAG) > Use > PCS Orders

Lookup New Destination Department

SetID: AUSCO
 Department:
 Description:
 Company:
 Location SetID:
 Location Code:
 Budget with Department:
 Administrative Target Unit:
 Operational Facility Code:
 Department Type Code:

Search Results
 View All First 1-2 of 2 Last

Department	Description	Company	Location SetID	Location Code	Administrative Target Unit	Operational Facility Code	Department Type Code
000054	CG ISC SEATTLE	COA	POSTL	WA0004	33	47200	ISC
003867	CG ISC SEATTLE (T&A)	COA	POSTL	WA0099	33	66142	UNDEFINED


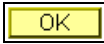

Step	Action
16.	Select the appropriate Department #.

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
17.	<p>Click the Reporting Entitlements button. Note: This is only for OHA and OCOLA. After the PCS Reporting transaction is saved, then the Employee Entitlements for all other allowances must be completed.</p> <p>Reporting Entitlements</p>
18.	<p>Click the Ok button.</p> <p>OK</p>
19.	<p>Note: If the TDY Actual Departure Date is known, you may enter it. For example, SN Smith departed TEMDU unit on July 1, 2004.</p> <p><input type="text"/></p> <p>You may return to this transaction and enter the departure date at any time. Do not enter the Actual Departure Date if you do not know it.</p>

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

The screenshot shows the PeopleSoft SPO Transactions: Unplanned Temporary Duty form. It includes a header with the PeopleSoft logo and navigation links. The main form area contains several sections: 'Authorized Delay Enroute' with fields for Begin Date, End Date, Delay Enroute, and Days; 'Actual Report Date' (06/02/2004) and 'Actual Depart Date' (07/01/2004) with 'Reporting Approval' and 'Departing Approval' buttons; 'Temporary Assignment' with 'New Destination Department' (003867) and 'Nature of Duty' (Duty); and 'Employee Entitlements' with 'Departing Entitlements' and 'Reporting Entitlements' buttons. The bottom of the form has 'Employee Entitlements' and 'Route For Approval' links.

Step	Action
20.	Click the Departing Entitlements button. Note: Departing Entitlements are for OHA and OCOLA only. After the PCS Reporting transaction is saved, then the Employee Entitlements for all other allowances must be completed. 
21.	Click the Ok button. 
22.	In the Authorized Delay field , click the Begin Date button. Enter any delay Enroute. For example SN Smith was authorized 1 travel day. 

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Departing Approval

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements

Authorized Delay Enroute First 1 of 1 Last

Begin Date	End Date	Delay Enroute	Days	Duty Comp
06/02/2004				

Employee Entitlements

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh

Travel Orders | Depart/Report Mbr

Step	Action
23.	Select the appropriate begin date.

PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Departing Approval

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements

Authorized Delay Enroute First 1 of 1 Last


Begin Date	End Date	Delay Enroute	Days	Duty Comp
06/02/2004				

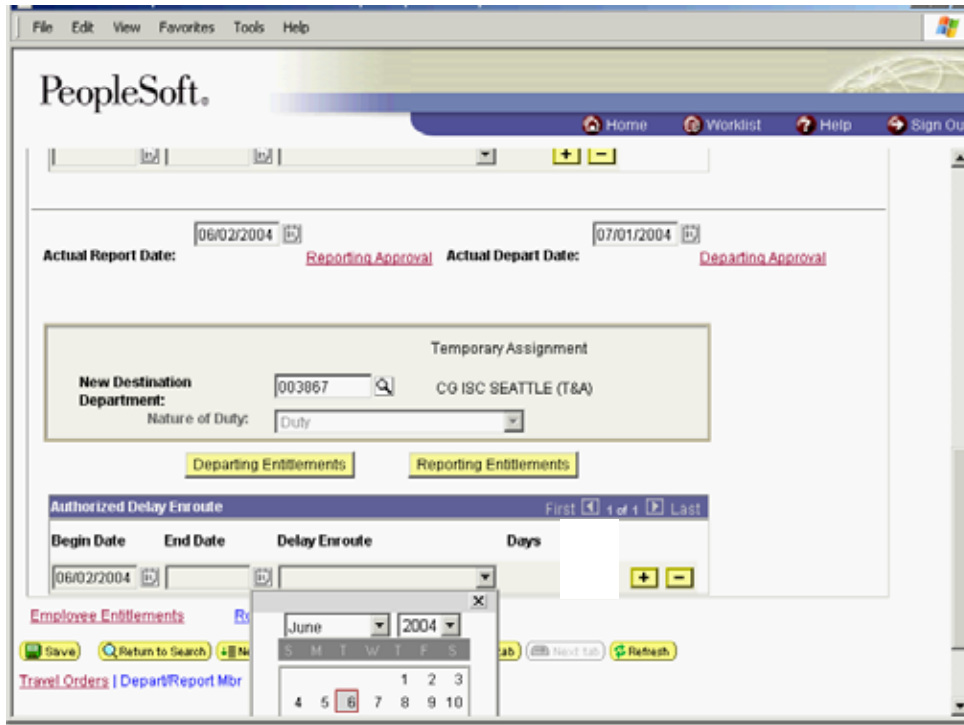
Employee Entitlements Route For Approval

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh

Travel Orders | Depart/Report Mbr

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
24.	Click the End Date button. 



PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Departing Approval

Temporary Assignment

New Destination Department: 003067 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements

Authorized Delay Enroute First 1 of 1 Last

Begin Date	End Date	Delay Enroute	Days
06/02/2004			

Employee Entitlements

Save Return to Search

Travel Orders | Depart/Report Mbr

June 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10

Step	Action
25.	Select the appropriate delay end date. For example June 2, 2004.

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

PeopleSoft. Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 [Reporting Approval](#) Actual Depart Date: 07/01/2004 [Departing Approval](#)

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)
Nature of Duty: Duty

[Departing Entitlements](#) [Reporting Entitlements](#)

Authorized Delay Enroute First 1 of 1 Last

Begin Date	End Date	Delay Enroute	Days
06/02/2004	06/02/2004		1

[Employee Entitlements](#) [Route For Approval](#)

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Previous tab](#) [Next tab](#) [Refresh](#)

[Travel Orders](#) | [Depart/Report Mbr](#)

Step	Action
26.	Click the Delay Enroute list. <div></div>

PeopleSoft. Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 [Reporting Approval](#) Actual Depart Date: 07/01/2004 [Departing Approval](#)

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)
Nature of Duty: Duty

[Departing Entitlements](#) [Reporting Entitlements](#)

Authorized Delay Enroute First 1 of 1 Last




Begin Date	End Date	Delay Enroute	Days
06/02/2004	06/02/2004	Travel Time	1

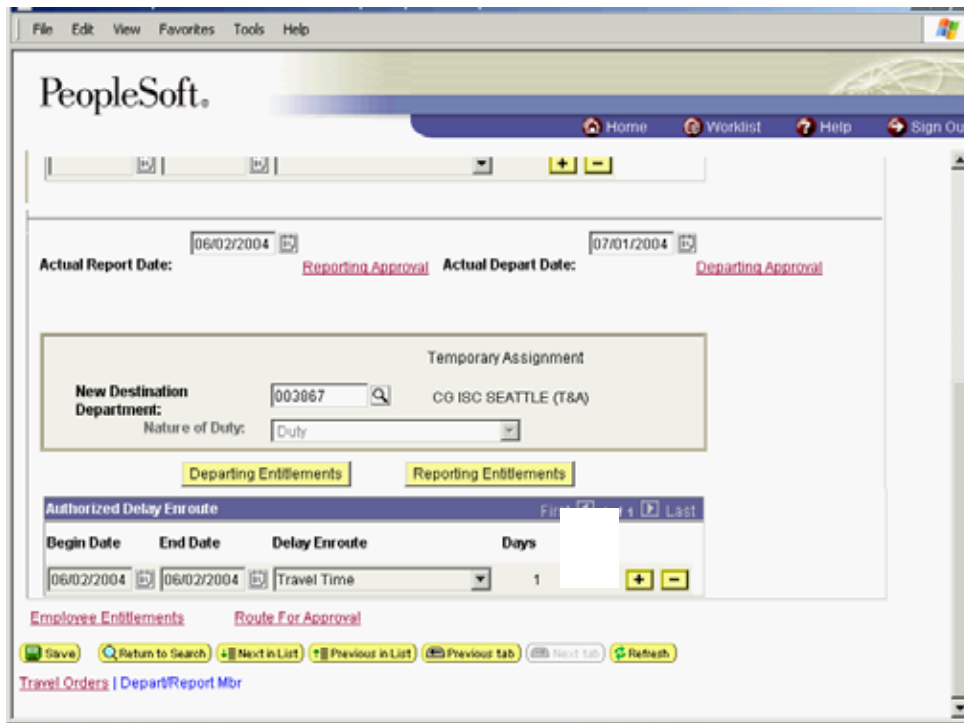
[Employee Entitlements](#) [Route For Approval](#)

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Previous tab](#) [Next tab](#) [Refresh](#)

[Travel Orders](#) | [Depart/Report Mbr](#)

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
27.	Click an entry in the list. For example Travel Time . 
28.	To add additional Delay Enroute click the  button. To delete a Delay Enroute row click the  button.



PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Reporting Approval

Temporary Assignment

New Destination Department: 003067 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements


Authorized Delay Enroute

Begin Date	End Date	Delay Enroute	Days
06/02/2004	06/02/2004	Travel Time	1

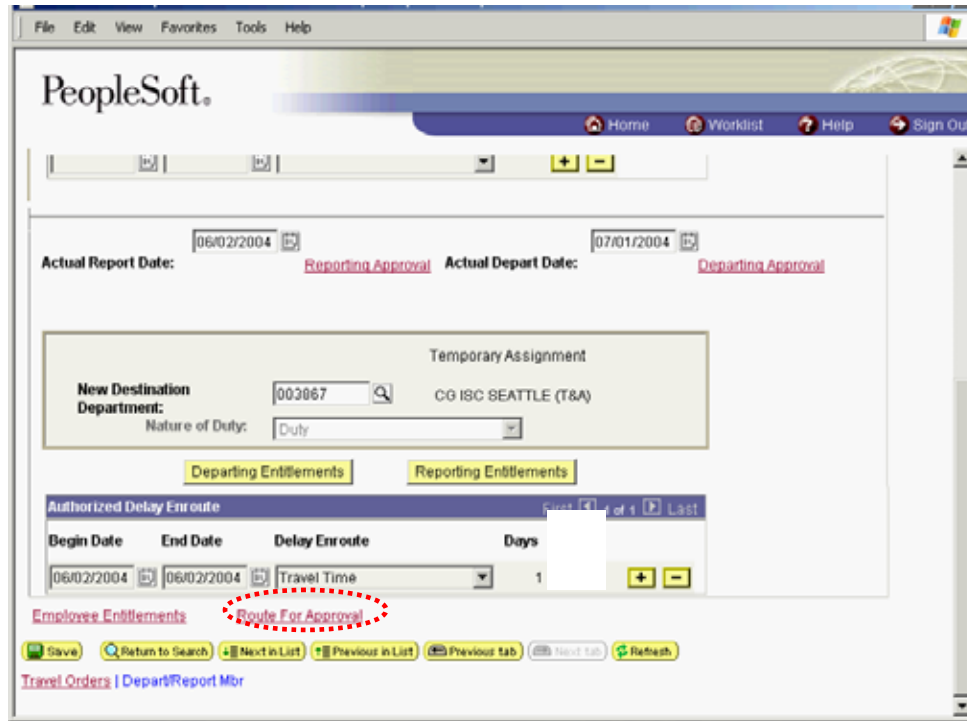
Employee Entitlements Route For Approval

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh

Travel Orders | Depart/Report Mbr

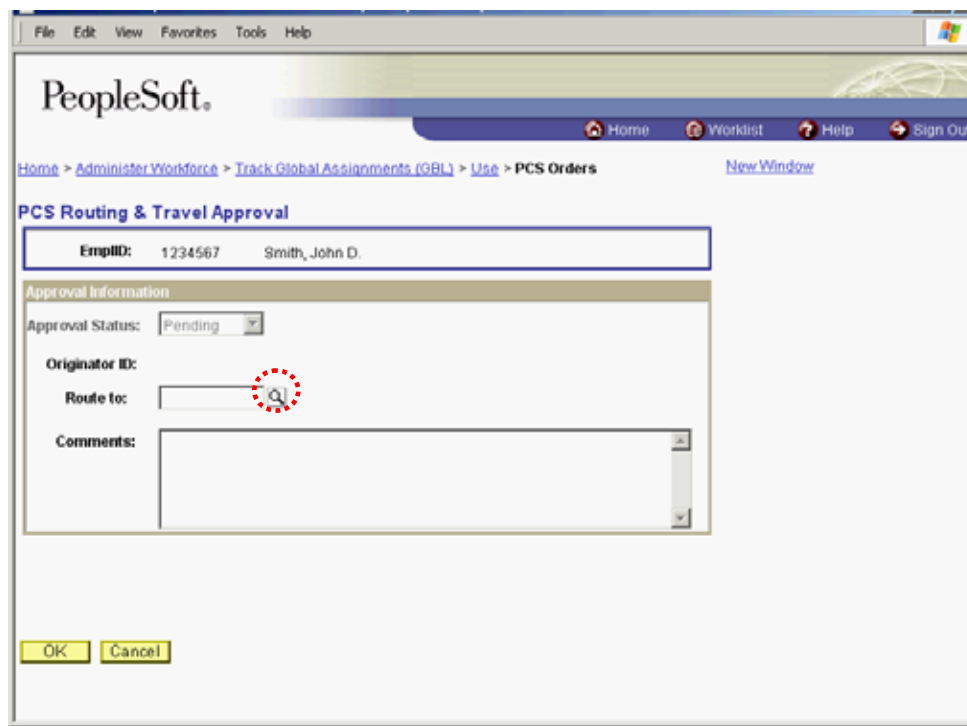
Step	Action
29.	When finished entering the delay click the Save button. 

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty





The screenshot shows the PeopleSoft PCS Routing & Travel Approval screen. At the top, there are date fields for 'Actual Report Date' (06/02/2004) and 'Actual Depart Date' (07/01/2004), each with a 'Reporting Approval' and 'Departing Approval' link. Below this is a 'Temporary Assignment' section with 'New Destination Department' (003067) and 'Nature of Duty' (Duty). A 'Route For Approval' link is circled in red. The 'Authorized Delay Enroute' table shows a single row with 'Begin Date' (06/02/2004), 'End Date' (06/02/2004), 'Delay Enroute' (Travel Time), and 'Days' (1). At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Previous tab', 'Next tab', and 'Refresh'.

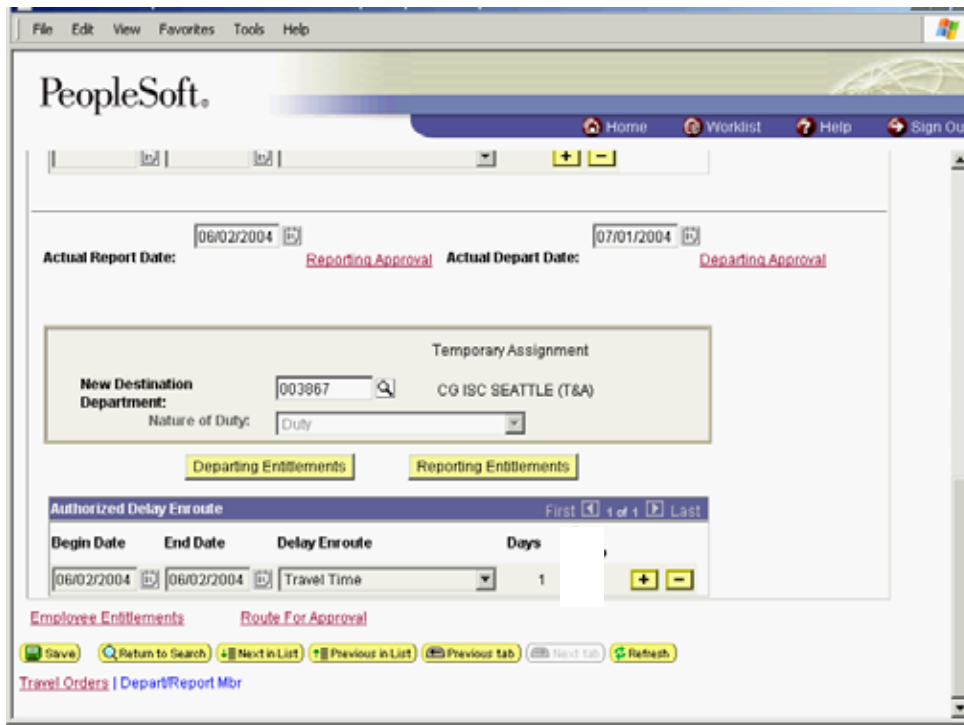
Step	Action
30.	Click the Route For Approval link. Route For Approval



The screenshot shows the 'Route to' field in the 'PCS Routing & Travel Approval' screen. The 'EmpID' is 1234567 and the name is Smith, John D. The 'Approval Status' is 'Pending'. The 'Route to' field is highlighted with a red circle and a magnifying glass icon. The 'Comments' field is empty. At the bottom, there are 'OK' and 'Cancel' buttons.

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
31.	Enter the supervisor EMPLID into the Route to field or click the  button to search for the EMPLID.
32.	Any comments for the next reviewer may be entered in the Comments field.
33.	Click the OK button. 



PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Departing Approval

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements


Authorized Delay Enroute First 1 of 1 Last

Begin Date	End Date	Delay Enroute	Days
06/02/2004	06/02/2004	Travel Time	1



Employee Entitlements Route For Approval

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh

Travel Orders | Depart/Report Mbr

Step	Action
34.	Click the Save button. 

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Step	Action
35.	Click the Employee Entitlements link. Employee Entitlements
36.	<p>NOTE - A new window opens that allows you to update any applicable Employee Entitlements. Follow the online guides for the specific entitlement procedures.</p> <p>When done with the Employee Entitlements click the Save button.</p> 
37.	Click the Close button. 

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

PeopleSoft.

Home Worklist Help Sign Out

Actual Report Date: 06/02/2004 Reporting Approval Actual Depart Date: 07/01/2004 Departing Approval

Temporary Assignment

New Destination Department: 003867 CG ISC SEATTLE (T&A)

Nature of Duty: Duty

Departing Entitlements Reporting Entitlements


Authorized Delay Enroute First 1 of 1 Last

Begin Date	End Date	Delay Enroute	Days
06/02/2004	06/02/2004	Travel Time	1

Employee Entitlements Route For Approval

Save Return to Search Next in List Previous in List Previous tab Next tab Refresh




Travel Orders | Depart/Report Mbr

Step	Action
38.	Click the Return to Search button. 
39.	End of Procedure.
40.	Note: To complete the final PCS check-in go back to step #11 and follow the procedures only this time completing the top section of the Actual Report and Depart Dates screen. Or see the PCS Online Guide .

Permanent Change of Station (PCS) SPO Transactions: Unplanned Temporary Duty

Approving

Procedure Follow the steps in one of the menu paths below to access the Worklist.
Approval Authority is designated to SPO Supervisors with the Direct Access Role of HRSUP.

Step	Action
Menu Path	The Approver may access the orders through their Worklist or by Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders Home > Self Service > Self Service for Commands > Use > Command Information
1	Open the Worklist and click on the Employee, or follow the above path and enter the EMPLID.
2	<p>Once in the PCS screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:</p> <ul style="list-style-type: none">• Approve – select to approve.• Denied – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied.• Pending - This used when orders need further information., You may return and complete the transaction at a later date. <p> The orders can be rerouted to a specific user by entering the Employee Id in the "Route to: block. When an employee id is entered in the route to block the transaction will appear on their Worklist.</p>
3	<p>Click on </p> <p> <u>REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE "MARK WORKED BLOCK."</u></p>